



# Office of the City Clerk

Weekly Report – for Week Ending January 6, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff attended a City Clerk Election Summit hosted by the Los Angeles County Registrar-Recorder/County Clerk on January 4. The topics covered new state election legislation, logistical information regarding the March 7, 2017 Consolidated Municipal and Special Elections, and an update on their Voting System Assessment Project (VSAP).

### Council and Public Services

New 4k high definition cameras and monitors have been installed in Council Chambers. Operational testing is taking place over the next two weeks.

### Neighborhood and Business Improvement Districts

Staff is preparing for the receipt and payment of County remittances of assessment funds for 2017 business improvement district operations.

### Records Management

The City Archives completed the transfer of the historic files of the Port of Los Angeles, which had previously been housed in the now closed Port of Los Angeles Archives. It will take several weeks to process the files and have them ready for reference.

### Systems

The Board of Public Work (BPW) will receive training for their in-house staff to support the E-agenda master template modification.

A new files and folders structure has been established for the 2017 Council meetings and the Referrals subscription system. This is done at the beginning of each calendar year to ensure proper set-up for each system prior to the first Council meeting.

### Administrative Services

*Neighborhood Council (NC) Funding Program* – Staff completed the 3rd Quarter replenishment of Neighborhood Council Checking Accounts - up to \$18,500 per NC. Staff conducted the first round of outreach to 69 Neighborhood Council Treasurers to collect missing Monthly Expenditure Reports. After three attempts to collect missing reports, the Funding Program may freeze funds of Neighborhood Councils. Six Neighborhood Councils' funds are currently frozen for not submitting their Annual Budget.